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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Gophers Medics Mixed Hockey Trip/Tour****13/02/25 – 16/02/25** | **Date** | 6/2/25 |
| **Group name** | **SUSU Gophers Medics Mixed Hockey** | **Assessor** |  |
| **Supervisor** | **President: Amrita Arneja** | **Signed off** | N/A, please upload to groupshub for digital sign-off by SUSU Activities team |

**PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT bma1g21@soton.ac.uk FOR FURTHER INFORMATION.**

**PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP**

**PLEASE ADD THE FOLLOWING INFORMATION:**

* **Where are you going?: Athens, Greece**
* **Where are you staying? Athens Hawks hostel, Menandrou 25, Athina 105 53, Greece.**
* **How many people are going on the trip? 44, please see participant registration form.**

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips, Trips, Falls  | Accident and/or Injury | Students Members of public | **1** | **3** | **3** | Groups will be reduced to limit large groups and reduce likelihood of trips Students will be encouraged to wear appropriate footwear while traveling by foot. Students will be reminded to take care when navigating footpaths and streets. Students will also be reminded of the differences in traffic directions and will be take extra precaution when crossing roads/ cycle paths ect.  | **1** | **3** | **3** | Should injury occur, committee will immediately contact the correct emergency services. Students will also be reminded of the emergency services number and be provided with committee numbers to contact in the event that injury occurs. Organisers will be equipped with a first aid kit to manage minor injuries and whilst awaiting further support from emergency services if required. Committee to report to SUSU Duty Manager as soon as possible |
| Individuals getting lost while on the trip.  | Missing the flight there or back.  | Students  | **2** | **3** | **6** | Everyone will be allocated a buddy/ group so that if someone becomes lost, it can be identified early.When in large groups, everyone will be allocated a number (1-44). Before moving to a new location, we will complete a number off where in order, everyone loudly says their number to ensure that everyone is present. Students will be reminded that their phone plans no longer include EU roaming and will be encouraged to purchase a foreign data plan either through their UK provider or a SIM only deal in Greece. Group activities will occur in public spaces that are well populated and manned by staff/ employees of the venue. Only licensed taxi companies such as Uber shall be used. Students will be encouraged to purchase the 3 day public transport pass and travel on groups on busses/ metro as these routes are manned with maps and staff. Students will be reminded of the difference in traffic direction when waiting at bus stops and to take precaution at train platforms.  | **1** | **2** | **2** | Committee phone numbers are readily available to each member of the trip. There is a trip WhatsApp group chat where members can find any committee members phone number as well as their friends’ numbers. When in large groups, everyone will be allocated a number (1-44). Before moving to a new location, we will complete a number off where in order, everyone loudly says their number to ensure that everyone is present. When in a whole group, this will be completed every time we are moving location. Members are encouraged to share their live locations with friends when in smaller groups so in the event that someone us not contactable, we are able to know of their whereabouts and take appropriate steps to ensure their safety. |
| Transport: Cancellation/Diversions | Students not reaching intended destination | Students | **3** | **1** | **4** | Committee to review Flight times and any potential cancellations/diversions prior to the tripCommittee to account for delays into onwards travel arrangements to minimise likelihood of disruption | **3** | **1** | **4** | During the trip, the committee to regularly review flight times during the trip to check for any possible cancellations and diversions. Committee to allow 2x time for travel on public transport to minimise likelihood of missed transport links Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |
| Travelling around location | Large groups forming | StudentsMembers of the public | **3** | **2** | **6** | Students to be assigned smaller groups when at tourist attractions to prevent large groups forming and minimise disruption to locals | **3** | **1** | **4** | Organisers will familiarise themselves with local attractions, the surrounding area and travel arrangements to and from attractions. Groups will be staggered where possible to prevent grouping  |
| Traffic- accident or collision | Death or major injury | StudentsMembers of the Public | **1** | **5** | **5** | Travel to airport has been arranged through a reputable bus company with seatbelts. Buses without seatbelts will be avoided where possible and never ridden on high speed roads Students will be encouraged to use the metro where possible to minimise exposure to risk of RTC. Students will not be driving their own vehicles or hired motor vehicles on this trip. Students will be strongly discouraged from hiring electric bikes or e-scooters Verbal warning of risk and reminder that traffic moves in opposite directionsEncourage students to use pedestrian crossings wherever possible Encourage students to travel in appropriate group sizes to ensure no large groups are formedWork on foot planned to avoid fast roads wherever possible. | **1** | **3** | **3** | Contact local emergency services and laws on driving in countryGather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.htmlEnsure all participants have insurance and access to details  |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | Students | **2** | **3** | **6** | Packing list will be provided that includes provisions for the weather. E.g. jumpers, rain coat, warm trousers. Average temperature is expected to be ~10 degrees Celsius.  | **1** | **3** | **3** | Should weather be deemed ‘adverse’ or travel discouraged by the relevant authorities, this trip will be cancelled.  |
| Risk of Violent Crime, harassment and/or abuse | Accident and or injury | StudentsMembers of the public | **2** | **5** | **10** | Students will be encouraged to stay in groups at all time.Trip organisers to familiarise self with countries emergency phone numbers. Emergency numbers to be provided to all members. Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don’t cause offence for cultural differences.Stay away from large gatherings or demonstrations. These can sometimes happen at Syntagma Square (Foreign Office). Participants will be advised of this and asked to stay away in event of demonstrations.Organisers to have a record of & to share details of the consular office for the nationality of each participant Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at riskParticipants encouraged not to bring valuable jewellery / watches/ other valuable wearables. Participants all advised to give up their valuables in the event of a confrontation to prioritise their own safety. | **1** | **5** | **5** | Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty managerReport incidents to local emergency services Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- <https://www.susu.org/contact.html> |
| Loss of valuables | Lost items | Students | **2** | **2** | **4** | All attendees will be warned prior to the trip to keep valuables secure and hidden and bring the minimum required. Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone or a parent/ friend Stay away from large gatherings or demonstrations. These can sometimes happen at Syntagma Square (Foreign Office). Participants will be advised of this and asked to stay away in event of demonstrations. Advise participants to bring a photocopy of their passport.Advise participants to bring a small and discrete bag for carrying valuables day to day and a padlock for hostel room to secure safebox with values that are not carried day to day.  | **1** | **2** | **2** | Organisers to have a record of & to share details of the consular office for the nationality of each participantIf passport lost, make an official report and contact the nearest embassy or consulateEnsure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |
| Students becoming lost | Distressed students | Students | **2** | **2** | **4** | Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etcEncourage all participants to swap numbers before tripFriends will be encouraged to share live locations using popular apps such as Find My IPhone or Snapchat so that in the event of someone becoming lost and not contactable, we are able to take the adequate steps to ensure their safety such as directing emergency services.  | **2** | **1** | **2** | Students will be encouraged to stay in groups at all time.Organisers to share trip itinerary were applicable, updates to itinerary will be sent to chat if this occurs.  |
| Inappropriate behaviour – from others or students  | Distressed students, members of the public | StudentsMembers of the public | **2** | **3** | **6** | Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency servicesParticipants to research local laws and customs before entering a new country (FCO website as primary resource), so they don’t cause offence for cultural differencesAlcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking. Students will be encouraged to use lids for drink where possible and be vigilant where not possible. Students will be reminded that they are representing the University of Southampton and that their behaviour is a direct reflection on the University.  | **1** | **3** | **3** | Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of tripReport all incidents following SUSU incident reporting guidelinesContact emergency services in countryEnsure participants have appropriate insurance and access to mobile phone |
| Incident- Experience of terrorism | Distress, serious injury, fatality | StudentsPublicWider student community etc | **2** | **5** | **10** | Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countriesWill research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc)Each participant to have at hand details of local consular office and list of local emergency phone numbersParticipants to have a copy of passport and insurance documents In case of an incident follow [**Run, Hide, Tell guidance.**](https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/terrorism/run-hide-tell-information-leaflet.pdf) follow the advice of in-country energy service Stay away from large gatherings or demonstrations. These can sometimes happen at Syntagma Square (Foreign Office). Participants will be advised of this and asked to stay away in event of demonstrations. Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Contact in country emergency services and consular office |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents  | Distress, serious injury, fatality, inability to return home | StudentsPublicWider student community etc | **2** | **5** | **10** | Stay away from large gatherings or demonstrationsMobile phone access- ensure chargers are taken and research has been done onto local adapters, network accessOrganisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countriesWill research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc)Each participant to have at hand details of local consular office and list of local emergency phone numbersParticipants to have a copy of passport and insurance documentsRegular checks with travel company prior to departure | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Contact in country emergency services and consular office |
| Medical Emergency  | Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation. | Student participants  | **3** | **5** | **15** | Participants will be reminded of the local emergency contact numbers advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention in country and not home initially.A specific group suitcase will be provided for students to store prescriptions where they are unable to carry on their person whilst traveling. Emergency medications such as epi pens and asthma medications will be carried on person at all times. Participants with pre-existing medical conditions will be encouraged to take these into account when traveling and participating in activities.Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required)Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guideline**s** Organisers to familiarise self and brief participants on local medical facilities.  | **2** | **5** | **10** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Contact in country emergency services and consular officeEncourage participants to Check legal restrictions on import /export controls on medications |
| Drowning- tours/trips by the sea, lakes etc, activities involving water  | Serious injury/fatality  | Student participants  | **2** | **5** | **10** | Participants to obey local laws and follow local advice on tides etcParticipants to check meaning of local lifeguard flags. Swimming will be discouraged where flags indicate excessive danger. Swimming in bodies of water not lifeguarded will be discouraged.Ideally swimming should be avoided when no lifeguard provision is availableFollow FCO guidance on country safety on tidal patterns Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports)Life jackets/PPI to be worn as instructedSwimming at night to be avoided  | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Contact in country emergency services and consular officeOngoing dynamic risk assessment taking into account location and weather |
| Activity: sports day<https://gameproject.gr/to-game-project/> | Accident and injury, students distress  | Students | **2** | **3** | **6** | Students will be provided with a packing list including to bring adequate clothing and footwear for sports to minimise chance of injuryStudents will be advised not to participate in a specific sport if they suffer from medical conditions preventing safe participation. Students will be advised ot to participate if they do not feel capable or safe doing so. Event is being run at a specially designed sports facility by professional instructors.  | **1** | **2** | **4** | Ongoing dynamic risk assessment for each sport with each participants footwear, clothing and body habitus taken into consideration. Organisers to carry a first aid kit to treat minor injuries where possible Organisers to be aware of emergency service numbers if needed |
| Bar Crawl | Injury, student becoming lost, crowding, lost items, intoxication |  | **3** | **3** | **9** | Everyone will be allocated a buddy/ group so that if someone becomes lost, it can be identified early.Friends will be encouraged to share live locations to ensure people do not become separated and find themselves alone. Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking. Students will be encouraged to use lids for drink where possible and be vigilant where not possible.Participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don’t cause offence for cultural differencesVenues will be sufficiently large to prevent crowding due to the size of our group.Students will be advised not to bring excessive valuable items on the trip or night out to minimise risk of loss. In the event of robbery, students will be advised to hand over items to protect their persons.  | **2** | **2** | **4** | Ongoing dynamic risk assessment at each venue taking into account the other people in attendance who are not in out group, the venue size and the surrounding area. Organisers to remind participants of local emergency numbers prior to embarking on the crawl. Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Report all incidents following SUSU incident reporting guidelinesShould a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty managerReport incidents to local emergency services Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- <https://www.susu.org/contact.html>  |

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| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 | Before booking trip organisers to investigate country information and region safety via government FCO Website- <https://www.gov.uk/foreign-travel-advice> | Ben Amram  | 3/2/25 | 6/2/25 | Foreign office website reviewed. Noted that demonstrations can occur in Syntagma Square and will advise participants to check online before visiting. Noted that our trip does not coincide with any of the notable Greek demonstration dates as detailed on FCO website and therefore we predict that the risk of demonstration is low.  |
| 2 | Organisers to ensure appropriate travel insurance has been secured by/for each participant  | Ben Amram | 27/1/25 | 27/1/25 | Participants reminded of importance of adequate travel insurance. Participants directed to purchase comprehensive cover for the European zone.  |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Francis Harden | 3/2/25 | 6/2/25  | List of important information collated and complied into a document. This will be circulated in the trip Whatsapp chat prior to travel.  |
| 4 | Trip itinerary and details of hotels/flights shared with all participants | Francis Harden | 3/2/25 | 4/2/25 | Trip itinerary generated and circulated including details specified |
| 5 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Ben Amram | 3/2/25 | 6/2/25 | Names and phone number of next of kin gathered for each participant, please see participant registration form. Stored securely on University Cloud service (One Drive) so can be accessed in event an organisers personal device gets lost/ broken/ stolen.  |
| 6 | Organisers to check and pack a first aid kit | Francis Harden | 3/2/25 | 6/2/25 | First aid kit adequate. Will be packed into group suitcase at a later date when packing for trip.  |
| 7 | Organisers Severe Weather and Natural Disaster Check prior to departure  | Ben Amram | 27/1/25 | 27/1/25 | Weather checked and adequate. Weather check used to inform packing list and participants were told of expected temperature and weather conditions.  |
| 8 | Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing Book appropriate travel insurance/cover | n/a | n/a | n/a | n/a |
| Responsible committee member signature: At least 2 committee members need to sign Part B | Responsible committee member signature: At least 2 committee members need to sign Part B |
| Print name: Ben Amram | Date: 6/2/25 | Print name: Amrita Arneja | Date: 6/2/25 |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |

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| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |